



Chen Su Lan

Methodist Children's Home

Recent
Passport
Photograph

EMPLOYMENT APPLICATION

Position applied for

PART I - PERSONAL PARTICULARS

| | | | | |
|---------------------------------------|---------------------------|------------------|----------------------------|--|
| Name: (as in NRIC, underline Surname) | | | Alias | |
| Address: | | | Home: Mobile: Email: | |
| NRIC No: | Color of NRIC *Pink/ Blue | Place of issued: | | |
| Date of Birth | Age: | Nationality: | | |
| Gender: *Male/ Female | Race/ Dialect | Religion: | Marital Status: | |

FOR FOREIGNERS ONLY

| | | | | |
|---|---------------------|----------------|-----------------|--------------|
| Status in Singapore: * Permanent Residence/ Employment Pass/ Work Permit/ Dependent Pass/ Visit Pass/ Others, pls state _____ | | | | |
| Type of Travel Document | Travel Document No: | Date of issue: | Place of Issue: | Expiry Date: |
| Address in Country of Origin: | | | | |

PART II – FAMILY DETAILS

| Particulars of Parents & siblings (For Single Applicant) | | | |
|--|-----|--------------|------------|
| Particulars of Spouse & Children (For Married Applicant) | | | |
| Name | Age | Relationship | Occupation |
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* Delete where applicable

PART III EDUCATIONAL DETAILS**(a) Tertiary Education**

| Name of Institution | From | To | Degree/ Diploma | Field / Disciplines |
|---------------------|------|----|-----------------|---------------------|
| | | | | |
| | | | | |

(b) School Attended

| Name of School | From | To | Highest Standard Passed |
|----------------|------|----|-------------------------|
| | | | |
| | | | |
| | | | |

LANGUAGE PROFICIENCY (Tick as appropriate)

| Language / Dialects | Spoken | | | Written | | |
|---------------------|--------|------|------|---------|------|------|
| | Fluent | Fair | Poor | Fluent | Fair | Poor |
| | | | | | | |
| | | | | | | |
| | | | | | | |

SPECIAL SKILLS / COURSES ATTENDED OR PURSUING

1. Pc software applications (specify) :

2. Others (specify) :

PART IV EMPLOYMENT HISTORY

(Give details of your employment history beginning with most recent employer)

| From | To | Name of organization | Position Held | Basic Salary | Reason(s for leaving) |
|------|----|----------------------|---------------|--------------|-----------------------|
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PART V NATIONAL SERVICE (Attached with supporting documents)

Have you completed National Service? Yes No
Full-time Part-time Exempted Please state reason(s) _____

| From(Mth/Yr) | To(Mth/Yr) | Rank/unit/copy | Vocation |
|--------------|------------|----------------|----------|
|--------------|------------|----------------|----------|

PART VI - OTHER INFORMATION (Tick as appropriate)

- | | Yes | No |
|---|--------------------------|--------------------------|
| 1. Do you presently suffer or have you ever suffered from mental or physical impairment Or disease including mental illness, deafness, handicap, etc? If yes, please specify _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are you serving any bond with your present employer? If yes, please specify _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Do you smoke? If yes, please specify number of sticks per day _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have you ever been dismissed or discharged from the services of any company? If yes, please specify _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Have you ever been convicted in a court of law in any company? If yes, please specify _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Have you ever been detained by the police or any government (other than for traffic violations or misdemeanors)? If yes, please specify _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Have you ever applied for job or joined our organization before? If yes, please specify date/ position _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Do you own any driving license? If yes, please indicate type _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Do you have any objections to a references check with present/ previous employer(s)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Have you ever been declared a bankrupt? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. How did you come to know about the job? _____ | | |
| 12. What are your hobbies, interest in sports and games? _____ | | |
| 13. Why did you apply for a job with Chen Su Lan Methodist Children's Home? _____ _____ | | |
| 14. Please elaborate reasons of leaving your last employment. _____ | | |
| 15. Are you currently pursuing a course and if yes, what course are you taking? _____ | | |
| 16. Please tell us more about yourself (strengths and weakness and how you spent your free time during the weekends). _____ _____ | | |

PART VII REFERENCES (To be completed) other than family members

| Name | Relationship | Contact No. | Occupation | Years Known |
|------|--------------|-------------|------------|-------------|
| | | | | |
| | | | | |

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|-------------------------|------------------------|---------------------|
| Minimum expected salary | Notice period required | Earliest start Date |
| | | |

PART VIII DECLARATION & CONSENT

Stipulation of Consent (Personal Data Protection Act 2012)

In compliance with the Personal Data Protection Act (2012) we kindly seek your consent to collect, use and/or disclose your personal data in relation to your application to Chen Su Lan Methodist Children’s Home (CSLMCH).

Chen Su Lan Methodist Children’s Home will only collect, use and/or disclose your personal data for the purposes of screening administration and evaluative purposes.

I understand that any false statement made by me on this application or any supplement thereto will be sufficient ground for disqualification or dismissal if appointed. The willful suppression of any material fact will be similarly penalized.

Signature of Applicant

Date

PART IX HUMAN RESOURCE DIVISION USE ONLY

Selected KIV shortlisted Rejected for 2nd interview

Appointment : _____

Division/Department : _____

Proposed Date joined : _____

Proposed Salary/ Job Grade : _____

Probation : _____

Proposed By:

Recommended By:

Approved By:

PART X CREDENTIAL AUTHORISATION CHECK

I, _____, NRIC _____
(full name of application) (NRIC, Passport No)

Hereby authorise staff of Chen Su Lan Methodist Children Home, accreditation agencies, professional societies, institutions of tertiary education, professional associations, licensing authorities and their appropriate sources in authority in which I have been trained or practised, to release records, documents and information concerning my licensure, professional qualifications and competency, character and other information pertaining to me to the authorised personnel of the Finance & Administration Department of Chen Su Lan Methodist Children’s Home (CSLMCH).

I further request and authorise that the requested information, document and records be sent directly to:

**HR Department
Chen Su Lan Methodist Children’s Home
202 Serangoon Garden Way
Singapore 556057**

I hereby release and discharge CSLMCH and its agent and all persons, Chen Su Lan Methodist Children Home, accreditation agencies, professional societies, institutions of tertiary education, professional associations, licensing authorities and their appropriate source in authority having control from any and all liability for any communications, reports, statements, documents, recommendations or disclosure involving me made in good faith and without malice requested or received by CSLMCH.

I agree and understand that the authorisation given by me shall be irrevocable for a period of one year and that a copy of this authorisation shall be binding as the original.

Signed by

Full Name of Applicant

Full Name Witness

Signature

Signature

Date

Date